RxWeb – Preferred Items Quick User Guide

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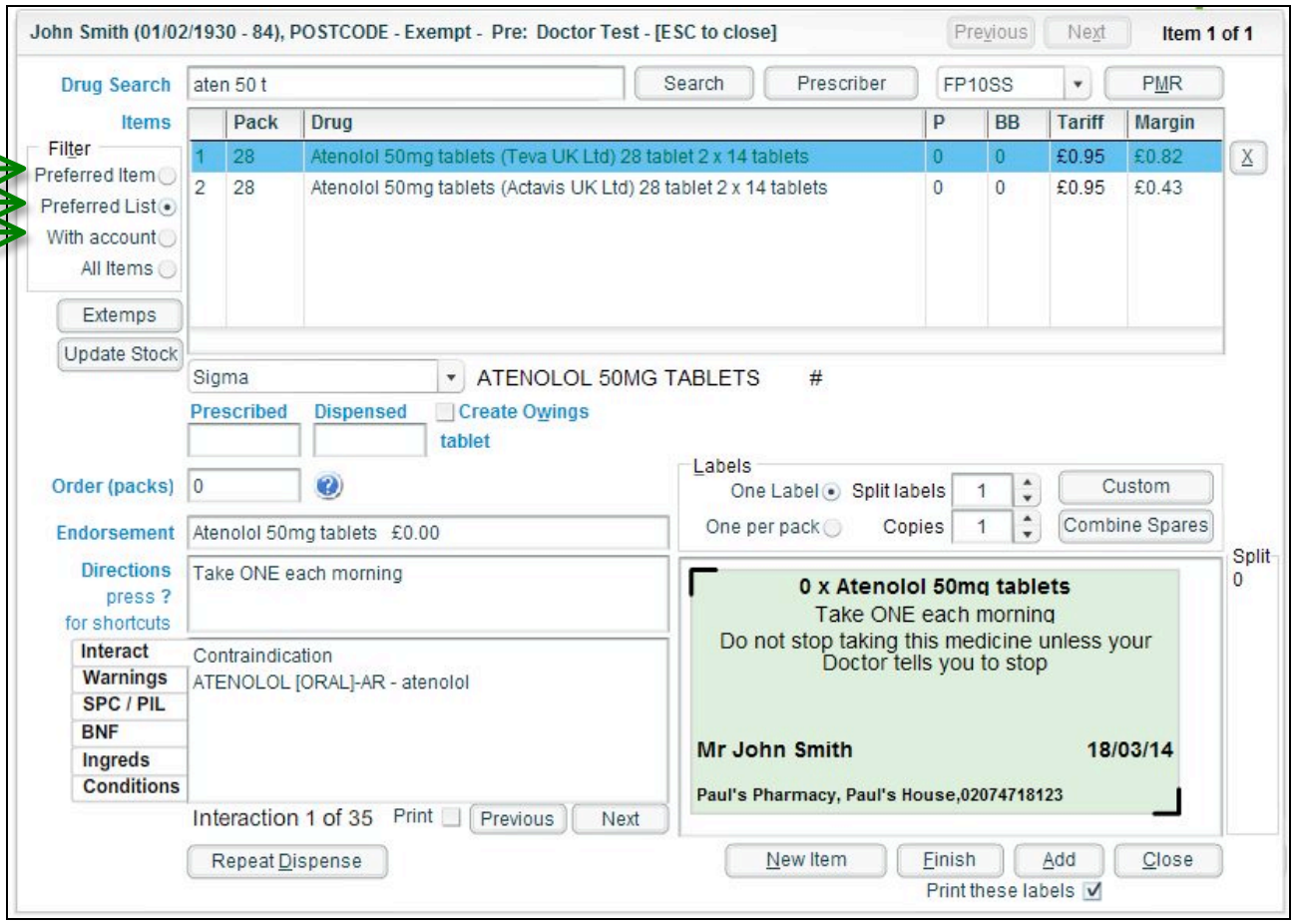
1. The Preferred Item Module

The Preferred Items module allows pharmacy managers and owners to set which particular items are dispensed and ordered when an item is searched for.

This removes the choice of which item to use and allows you to ensure that the most profitable items are dispensed.

When users dispense an item they use the Dispensing Screen as shown below:



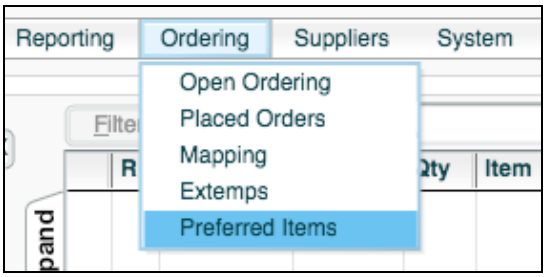
If the item that has been searched for has not been dispensed before, a list of all possible matches (that are available from your suppliers) are displayed - this is the **With account** list.

If the item that has been searched for has been dispensed before, then the **Preferred List** will be displayed. Items that have been previously dispensed are automatically added to the Preferred List.

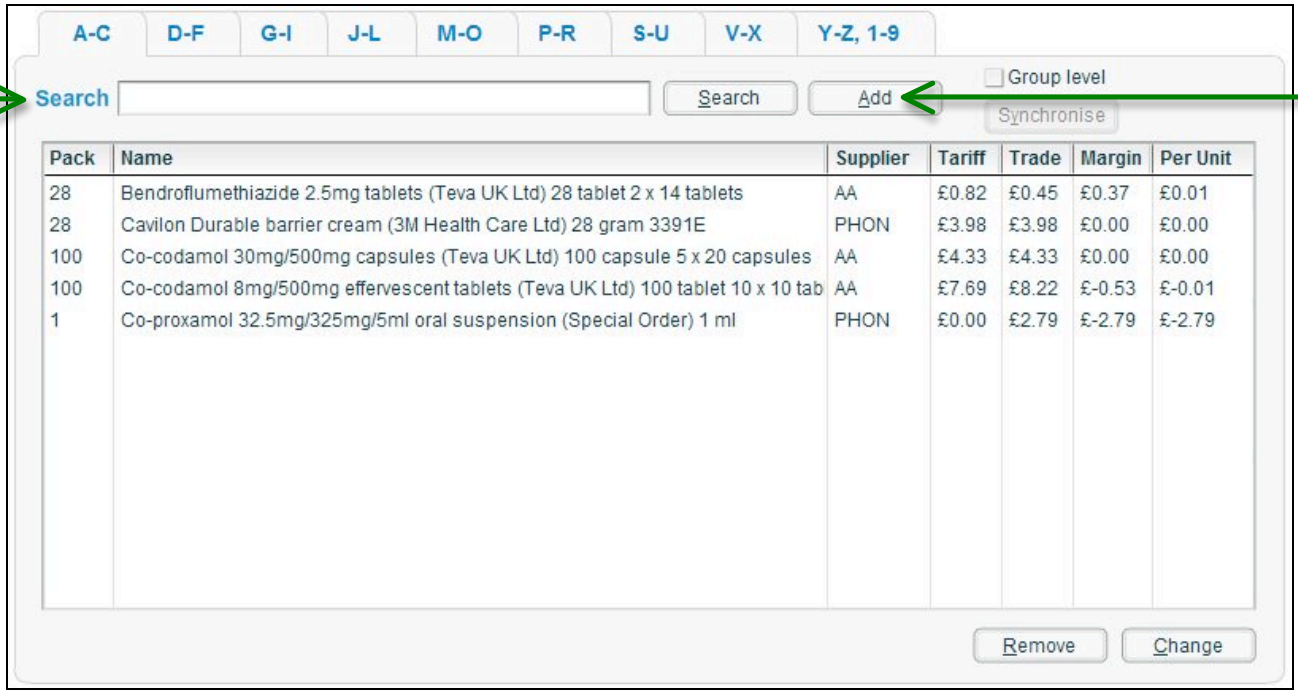
If the item that has been searched for matches something which you have set as a **Preferred Item**, then the Preferred Item list will be displayed. This ensures pharmacy staff only dispense the item you wish to use.

2. How to Set a Preferred Item

To set a Preferred Item, click on **Ordering** in the Menu bar and select **Preferred Items**:



The Preferred Items screen will then open.


A-C
D-F
G-I
J-L
M-O
P-R
S-U
V-X
Y-Z, 1-9
Search
Search
Add
Group level
Synchronise
Pack
Name
Supplier
Tariff
Trade
Margin
Per Unit
28 Bendroflumethiazide 2.5mg tablets (Teva UK Ltd) 28 tablet 2 x 14 tablets AA £0.82 £0.45 £0.37 £0.01
28 Cavilon Durable barrier cream (3M Health Care Ltd) 28 gram 3391E PHON £3.98 £3.98 £0.00 £0.00
100 Co-codamol 30mg/500mg capsules (Teva UK Ltd) 100 capsule 5 x 20 capsules AA £4.33 £4.33 £0.00 £0.00
100 Co-codamol 8mg/500mg effervescent tablets (Teva UK Ltd) 100 tablet 10 x 10 tab AA £7.69 £8.22 £-0.53 £-0.01
1 Co-proxamol 32.5mg/325mg/5ml oral suspension (Special Order) 1 ml PHON £0.00 £2.79 £-2.79 £-2.79
Remove
Change

This screen displays all the Preferred Items that have already been set, they are sectioned into alphabetical tabs to make it easier to see.

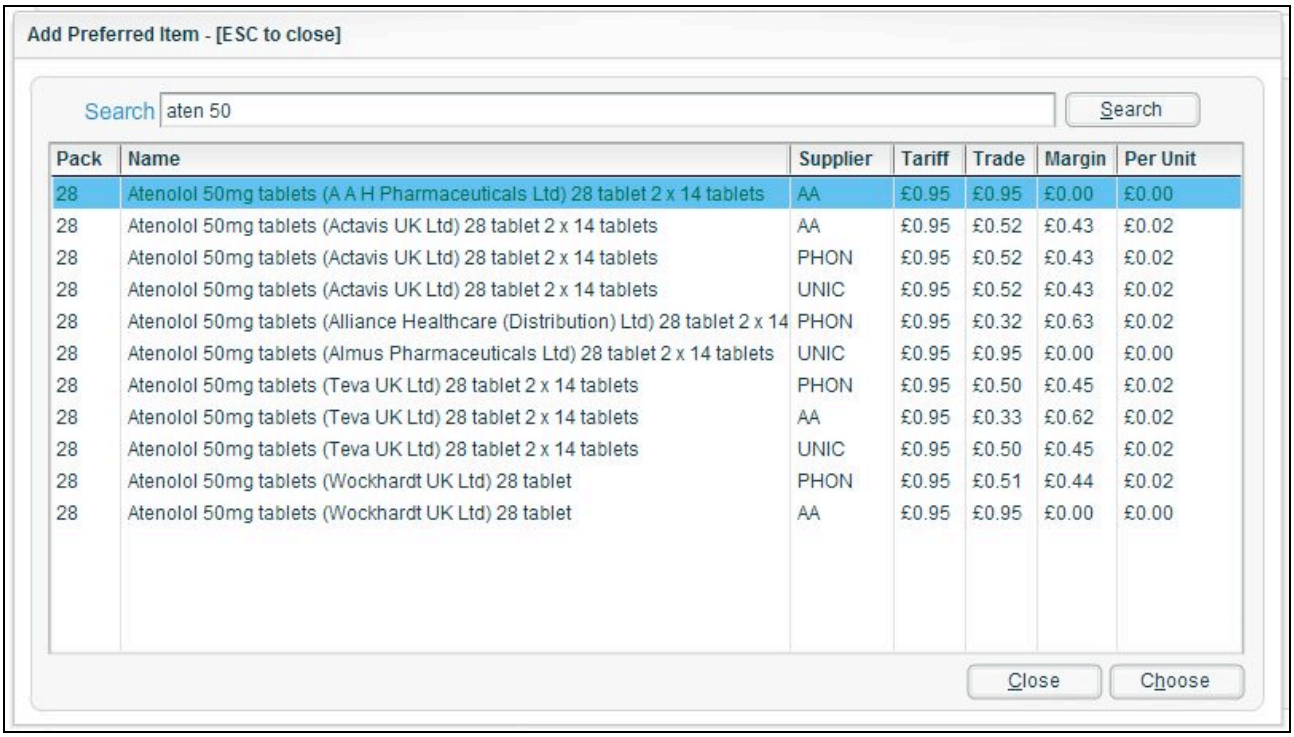
You can use the **Search** box to quickly search for a Preferred Item in your list.

If you do not have a Preferred Item set, click on the **Add** button.

This will open the **Add Preferred Item** screen. Here you can search for a new item to set as a Preferred Item.

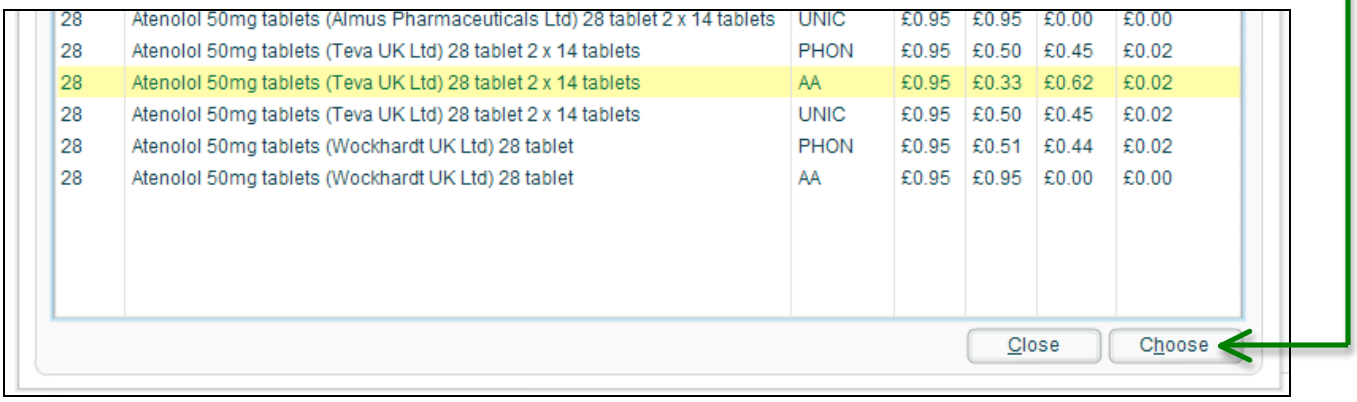
Type in the first few letters of the item you wish to search for, then press **ENTER** or click on the **Search** button (you can also include the strength to narrow down the search).

RxWeb will then display all the matches for your search criteria.


Add Preferred Item - [ESC to close]
Search
aten 50
Search
Pack
Name
Supplier
Tariff
Trade
Margin
Per Unit
28 Atenolol 50mg tablets (A A H Pharmaceuticals Ltd) 28 tablet 2 x 14 tablets AA £0.95 £0.95 £0.00 £0.00
28 Atenolol 50mg tablets (Actavis UK Ltd) 28 tablet 2 x 14 tablets AA £0.95 £0.52 £0.43 £0.02
28 Atenolol 50mg tablets (Actavis UK Ltd) 28 tablet 2 x 14 tablets PHON £0.95 £0.52 £0.43 £0.02
28 Atenolol 50mg tablets (Actavis UK Ltd) 28 tablet 2 x 14 tablets UNIC £0.95 £0.52 £0.43 £0.02
28 Atenolol 50mg tablets (Alliance Healthcare (Distribution) Ltd) 28 tablet 2 x 14 PHON £0.95 £0.32 £0.63 £0.02
28 Atenolol 50mg tablets (Almus Pharmaceuticals Ltd) 28 tablet 2 x 14 tablets UNIC £0.95 £0.95 £0.00 £0.00
28 Atenolol 50mg tablets (Teva UK Ltd) 28 tablet 2 x 14 tablets PHON £0.95 £0.50 £0.45 £0.02
28 Atenolol 50mg tablets (Teva UK Ltd) 28 tablet 2 x 14 tablets AA £0.95 £0.33 £0.62 £0.02
28 Atenolol 50mg tablets (Teva UK Ltd) 28 tablet 2 x 14 tablets UNIC £0.95 £0.50 £0.45 £0.02
28 Atenolol 50mg tablets (Wockhardt UK Ltd) 28 tablet PHON £0.95 £0.51 £0.44 £0.02
28 Atenolol 50mg tablets (Wockhardt UK Ltd) 28 tablet AA £0.95 £0.95 £0.00 £0.00
Close
Choose

To pick an item as your preferred item, simply highlight the item and then click the **Choose** button in the bottom right-hand corner of the screen (or press **H** on the keyboard).

The item you choose will be added as a Preferred Item when dispensing and will order from the supplier listed in the Supplier column.


28 Atenolol 50mg tablets (Almus Pharmaceuticals Ltd) 28 tablet 2 x 14 tablets UNIC £0.95 £0.95 £0.00 £0.00
28 Atenolol 50mg tablets (Teva UK Ltd) 28 tablet 2 x 14 tablets PHON £0.95 £0.50 £0.45 £0.02
28 Atenolol 50mg tablets (Teva UK Ltd) 28 tablet 2 x 14 tablets AA £0.95 £0.33 £0.62 £0.02
28 Atenolol 50mg tablets (Teva UK Ltd) 28 tablet 2 x 14 tablets UNIC £0.95 £0.50 £0.45 £0.02
28 Atenolol 50mg tablets (Wockhardt UK Ltd) 28 tablet PHON £0.95 £0.51 £0.44 £0.02
28 Atenolol 50mg tablets (Wockhardt UK Ltd) 28 tablet AA £0.95 £0.95 £0.00 £0.00
Close
Choose

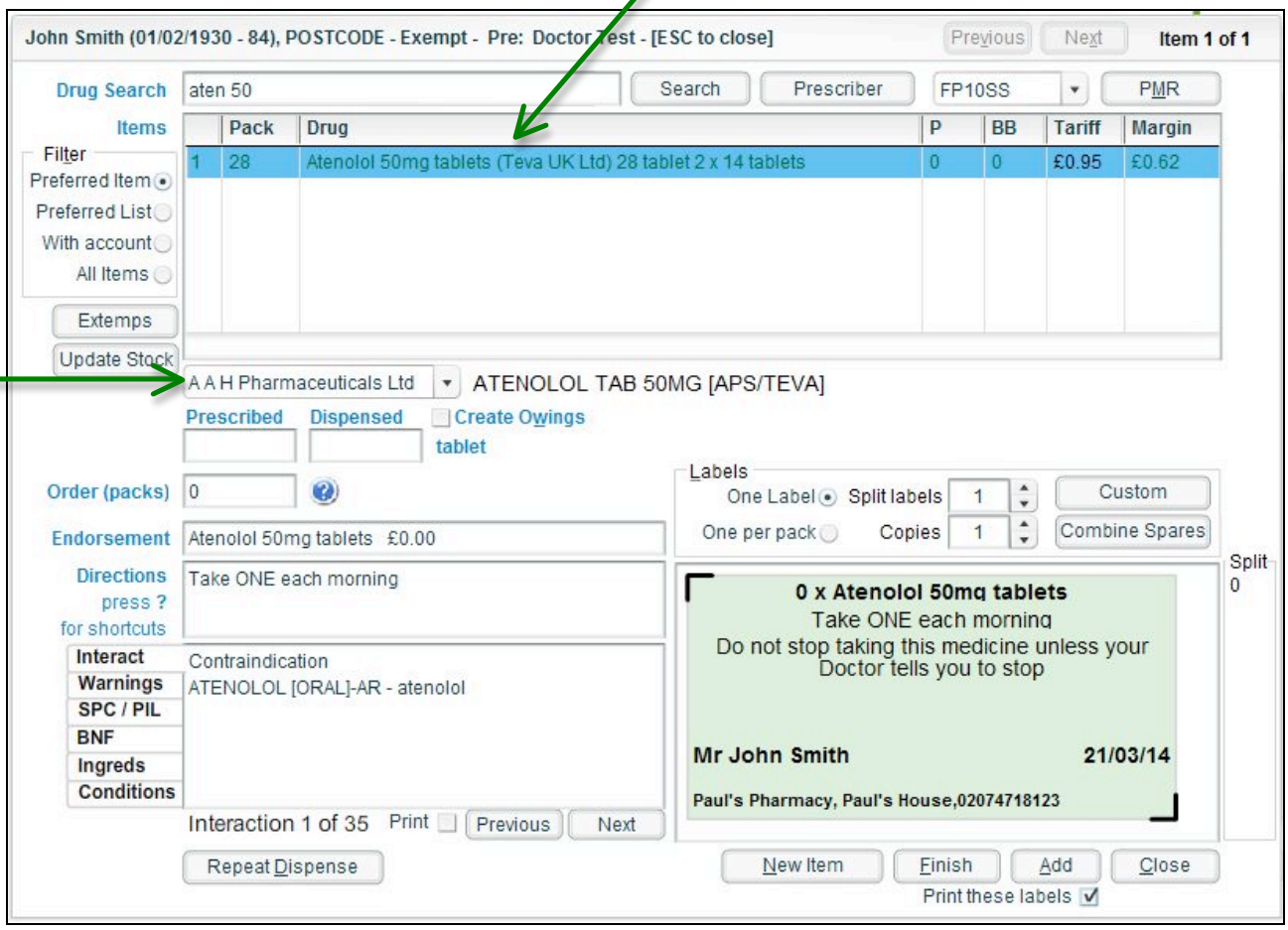
In the screenshot above, the **Teva** branded **Atenolol 50mg tablets** from the supplier **AAH** have been selected.

3. Dispensing a Preferred Item

The next time someone searches for an item on the Dispensing screen that matches a Preferred Item which you have set, the system will automatically display the Preferred Item first, as shown in the example below:

As you can see, the item is the **Teva** branded **Atenolol 50mg tablets**.

Which is set to order from the supplier **AAH**.



If necessary the dispenser can click on the **With Account** filter to view all the items available. However, they will first be directed to the item you set in the Preferred Items screen.

Preferred Items will also be used when items are repeated from the patients PMR history, ensuring that even if a more expensive item has been used in the past, the most profitable item will be used in the future.

The reports module has a report called '*Preferred Item – Not Dispensed',* which can generate a report showing if anyone has used a non Preferred Item whilst dispensing.